

# COORDINATOR OF STEWARDSHIP AND DEVELOPMENT

*St. Patrick Catholic Community, Scottsdale*

St. Patrick Roman Catholic Parish is seeking an energetic and qualified individual to fill the position of Coordinator of Stewardship and Development.

**Essential Job Functions** This position has the overall responsibility to plan, organize, initiate, maintain and evaluate a parish-wide stewardship and development program, while serving as a resource in cultivating a culture of stewardship to the parish community, staff, and ministries.

**Duties and responsibilities** include recruiting and developing both a Stewardship Council and a Development Committee, developing a parish culture of stewardship, developing goals and objectives for increased giving, researching potential grant opportunities, communicating with parishioners about stewardship of giving, praying and serving and development needs, conducting the annual parish Giving Campaign, and organizing the parish's participation in the annual diocesan Charity and Development Appeal.

**Knowledge, Skills and Abilities Required:** Must have basic knowledge of trends in the fields of Stewardship and Development; Ability to work under pressure with frequent interruptions; knowledge and understanding of planned giving and grant writing; skilled in the management of people, information and resources; computer literacy, excellent written/oral communication and interpersonal skills.

**Minimum Qualifications:** Bachelor's degree in Theology and/or Non-Profit management or its equivalency; Minimum 3-5 years of experience in stewardship and/or development; Must possess a valid Arizona Driver's License and own personal transportation.

Healthcare, retirement and other benefits are available through the Roman Catholic Diocese of Phoenix. This position is full-time and salary range is commensurate with diocesan pay levels. Evenings and weekends will be required.

**A complete job description is available at [www.stpatcc.org](http://www.stpatcc.org) under the tab Meet Us/Links and Forms. To apply, please send resume and cover letter to [resumes@stpatcc.org](mailto:resumes@stpatcc.org) .**